

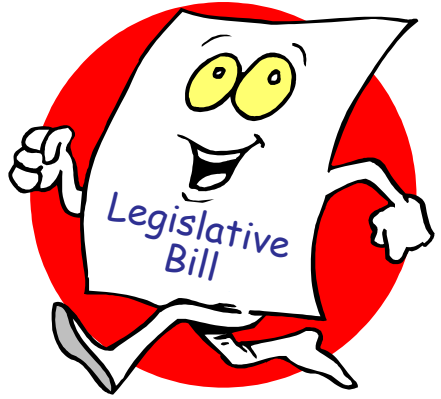
# FINELINE

**January 2006***A Division of Finance monthly communication service*

## Contact Finance Before Your Bill Is Numbered

If your agency is sponsoring legislation with financial implications, such as creating a new fund or authorizing a new fee, we would appreciate it if you would involve the Division of Finance as early as possible. When we have the opportunity to review proposed legislation before the bill is numbered, it is easier to eliminate potential problems.

To notify the Division of Finance of legislation with potential financial implications, please contact either Brenda Sy (801-538-3102, [brendalee@utah.gov](mailto:brendalee@utah.gov)) or John Reidhead (801-538-3020, [jreidhead@utah.gov](mailto:jreidhead@utah.gov)). ❖



## Frequently Asked Question from FINET Help Desk

**Q** We entered an IAT that we don't want to post. How can we stop it?

**A** If it has not already posted or been changed on the buyer's side, you can go to the SIAT Table (seller) to unapprove the table entry.

- \* Go to the SIAT and look at the IAT in question.
- \* Click on the **Approval** box to reset to *Unapproved*, and press the F7 key (Modify/Edit). If no edits or approvals have been applied on the BIAT Table (buyer), it will reset to *Unapproved*.
- \* You can then delete the IAT in question. However, if the period in which you originally entered the IAT is closed, you will need to correct the accounting period before you are allowed to delete it. If the IAT has already posted, you will be unable to "unapprove" and delete the IAT. You will need to enter another IAT to make the needed adjustments.

Call the FINET Help Desk at 801-538-9690 if you need assistance. ❖



## Thanks for a Great Year



We have enjoyed working with all of you and look forward to another great year.

Best wishes to everyone for the new year. See you in 2006!

## FINET Schedule

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. The FINET cycle schedule will change on most holiday weeks. Included below are the exceptions to the normal FINET schedule through February 3, 2006.

- Jan. 2** FINET closed; New Year's holiday  
**Jan. 3** FINET open; Tuesday cycle  
**Jan. 6** FINET open; December monthend  
**Jan. 16** FINET closed; Martin Luther King Jr. holiday  
**Jan. 17** FINET open; Tuesday cycle  
**Feb. 3** FINET open; January monthend



## Division of Finance Training

### Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at [www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).

### FINET Classroom Training

It's time for the next FINET system upgrade, and training will upgrade right along with it. The trainers are now working full-time to prepare the courses to make you productive in the new FINET. These courses will be ready early next year. While we are preparing to help you make the transition, we will not offer the usual instructor-led courses for the current FINET system. However, you may still use the on-line courses listed below.

### FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)



*Winter*

### FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Read descriptions of all our courses and link to on-line courses at:  
[www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).

## Contact the Division of Finance

### Division Receptionist

801-538-3082

### Disbursements

801-538-3200

### FINET Help Desk

801-538-9690

### Financial Reporting

801-537-9081

### Payroll

801-538-3056

### Data Warehouse

801-538-3530